

## How to get rid of Revision Marks and Comments in Word Documents

In previous versions of Word, when you opened a document with markup from the Track Changes feature, changes would not be shown unless you changed your view to see them. In Word 2003, when a document (where the Track Changes feature has been implemented) is opened, the markup will be shown by default.

To prevent you from inadvertently distributing documents that contain revision marks and comments that you don't realize are in the document, Word 2003 displays revision marks and comments automatically. Word 2003 implements a new feature (Make hidden markup visible when opening or saving), which is turned on by default.

Here's an example: You receive a document in an e-mail message from your colleague. It would make a good starting point for a document that you want to work on, so you save it under a new name and tailor it to your needs. It never occurs to you that your colleague left comments in the original document, because you don't see them in your copy. You're now ready to pass the document along to your customers, but you want to send them your document, not an accumulation of the original document, your colleague's comments, and your updates.

Here's another example: You used the Track Changes feature in Word to keep track of the revisions you made to your resume. Now you want to send the resume to your prospective employer, who should see the result of your editing, not the thought process you went through to get there.

In both examples, you are stunned when those who receive your document report that it's difficult to read, with all the strikethrough, underlining, and balloons off to the side. Look! There's the objective statement in your resume, with three different objectives displayed in strikeout formatting—and the objective you want to use this time around is displayed in underlined text. Chances are you won't get that job.

There are various ways to hide the revisions or comments—but all the revisions that were made while the Track Changes feature was turned on and all the comments that were inserted remain part of the document until they are accepted or rejected (or, in the case of comments, deleted).

To get rid of tracked changes and comments, you need to accept or reject the changes and delete the comments. Here's how:

1. On the View menu, point to "Toolbars", and then click "Reviewing".
  2. On the Reviewing toolbar, click "Show", and then make sure that a check mark appears next to each of the following items:
    - A. Comments
    - B. Ink Annotations (Word 2003 only)
    - C. Insertions and Deletions
    - D. Formatting
    - E. Reviewers (Point to Reviewers and make sure that "All Reviewers" is selected.)
- Note:** If a check mark does not appear next to an item, click the item to select it.
3. On the Reviewing toolbar, click "Next" to advance from one revision or comment to the next.
  4. On the Reviewing toolbar, click "Accept Change" or "Reject Change/Delete Comment" for each revision or comment.
  5. Repeat steps 3 and 4 until all the revisions in the document have been accepted or rejected and all the comments have been deleted.

**Note:** If you know that you want to accept all the changes, click the arrow next to "Accept Change", and then click "Accept All Changes" in Document. If you know that you want to reject all the changes, click the arrow next to "Reject Change/Delete Comment", and then click "Reject All Changes in Document". To remove all comments, you must delete them. Click the arrow next to "Reject Change/Delete Comment", and then click "Delete All Comments in Document".

If you don't want others to see revisions and comments, accept or reject the revisions and delete the comments before you share the document with others. This is the case no matter which version of Word you are using, because anyone who opens the document can easily display existing revisions or comments.